	<h1>Information Bulletin</h1>	
	Topographic Engineering Center <i>U.S. Army 1999 Research &amp; Development Organization of the Year</i>	December 22, 1999

## OFFICIAL

### Holiday Greetings

The holiday season is a time to gather with friends and family to celebrate the traditions that make up the fabric of our relationships. We share past joys and focus on our dreams for the upcoming year.

The relationship we have shared in the ERDC over the past year has been filled with good times, as well as a few growing pains along the way. This year has been a time of transition. Reorganization, lab demo at most sites, changes in business practices – all have been a source of excitement and occasional uncertainty as we charted new ground. Through it all, ERDC team members have never lost their sense of professionalism and pride in the organization for which they work.

Each individual team member is crucial to the success of the Engineer Research and Development Center. As we look toward the New Year it is your continued dedication and support that will ensure this organization remains a vital part of the Corps of Engineers, the U.S. Army and the Nation.

Our families wish each of you and your families a safe and happy holiday season and the best for the coming year.

/s/

ROBIN R. CABABA  
Colonel, Corps of Engineers  
Commander

/s/

LEWIS E. LINK, JR.  
Acting Director

### CEFMS to be down

CEFMS will be unavailable 29-31 Dec 99. This is necessary to do complete system backups of the production databases, the past FY databases and file systems on all production level machines. Please keep this in mind when scheduling your workload during this time.

### OPM Releases 2000 Salary Tables

Website <http://www.opm.gov/oca/payrates/index.htm> contains links to the new salary rates. Personnel in special series, such as clerical and engineers, should be sure to look in the Special Salary Rate Tables area. Personnel covered by the demo plan can calculate their new salary by adding 4.94% (Washington-Baltimore total increase) to their present salary (after adding the performance increase resulting from the recent rating cycle).

## **New Per Diem Rates Effective January 1, 2000**

Some per diem rates change effective 1 January. The following web site has complete information on per diem rates (this web site also has government city-pair flight schedules and rates, as well as rental car information and rates): <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

## **Y2K Transition Actions**

Following is excerpted from an Army message detailing required steps to be taken to prepare for the Y2K transition. If you need assistance in any of these areas, contact the local ITL team for help.

- 5.0 (U) Impact: To mitigate problems during the Y2K transition, all Army computer users will take the following actions:
- 5.1 (U) Increase vigilance when opening attachments included in emails, even those which appear to be from friends or colleagues.
- 5.2 (U) Reduce the use of attachments.
- 5.3 (U) Verify/scan attachments prior to opening them.
- 5.4 (U) Update signature files on all anti virus software.
- 5.5 (U) Perform a complete virus scan of the your computer not later than the last duty day and prior to the New Year's holiday weekend.
- 5.6 (U) (deleted)
- 5.7 (U) Increase awareness for any attempt to gain related information on Army computer users (social engineering).
- 5.8 (U) Minimize email traffic during the period 29 DEC 99 - 3 JAN 00.
- 5.9 (U) Turn off power or take off-line all computers and peripheral devices and do not use them during the new year's weekend, consistent with operational requirements and procedures.

In applying the above don't forget any laptop computers you may use, or your home computer. Reminder - Army employees are authorized to install and use DoD supplied antivirus software (McAfee and Norton) on their home computers. Contact Liz Taylor if you need help in this area.

## **TEC Inclement Weather Policy**

Reminder that TEC Reg 690-1-610 remains in effect concerning policies in this area. Basically, in the event of hazardous weather conditions existing prior to duty hours, TEC will follow decisions made by OPM if closing or delay is announced for the entire National Capital Area (NCR), or by Fort Belvoir when closing or delay is announced for specific regions within the NCR. Announcements will broadcast over local radio and television stations. For specific details consult the TEC regulation or your supervisor.

## **New Editor for Bulletin**

Starting in January, Jackie Bryant, PAO, will take over production of the TEC Bulletin. Input to the bulletin after 5 January will need to be received by Jackie by COB each Tuesday.

## **New Potomac Region ASPRS Director**

Congratulations to Mary Pat Santoro on her appointment as Regional Director of the Potomac Region of the American Society of Photogrammetry and Remote Sensing. More information is available at <http://www.asprs-potomac.theus.com/NewsDec99.PDF>.

## Travel update

Here is the current schedule for approving travel in CEFMS:

20-23 Dec 1999, Terri Norman, Champaign  
27-30 Dec 1999, Lillian Guay, Hanover  
03-07 Jan 2000, Vicki Ray, Vicksburg  
10-14 Jan 2000, Terri Norman, Champaign  
17-21 Jan 2000, Betty O'Donnell, Hanover  
24-28 Jan 2000, Vicki Ray, Vicksburg

## Holiday safety

The Chief of Engineers holiday safety message accompanies this bulletin as a .PDF file.

## Calendar of Events

14-23 Dec	Conference rooms 1, 2, 3 closed for construction
18 Jan	Retirement luncheon for COL Thomas
1 Feb	Retirement luncheon for Dr. Roper

## Arrivals/Departures/Vacancies

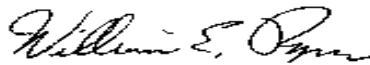
### Arrivals:

<u>Name</u>	<u>Organization</u>	<u>Date</u>
Amy Harlan (Interdisciplinary) GS-1315-7	OD	2 Jan 00

### Departures:

Annemarie Black	OD	3 Jan 00 (retirement)
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### Open Announcements:

  
WILLIAM E. ROPER, Ph.D., PE  
Director

BOBBIE F. KERNS, JR.  
Deputy Director Laboratory Management